InDesign

InDesign can package a copy of your document along with all fonts and images used, making it easy to ensure that the printing press has all they need to process an open document.

1. Open the document, and select File > Package...

	Package	
Summary	Summary	
Fonts Links and Images Colours and Inks Print Settings External Plug-ins	Scope:       Entire Publication         ▲       Fonts: 12 Fonts Used, 3 Missing, 1 Embedded, 0 Incomplete         ▲ Protected       ▲         ▲       Links and Images: 6 Links Found; 1 Modified, 2 Missing, 0 Inaccessible         Images: 0 Embedded, 3 use RGB colour space       Colours and Inks: 4 Process Inks; 5 Spot Inks         CMS is ON       External Plug-ins : 0         Non Opaque Objects :On Page1       Number of Documents : 1         Pagination Options : None       None	<ul> <li>Yellow triangles indicate potential problems. To see more details, click the heading in the left side of the window.</li> <li>Learn more on how to handle warnings about <i>Protected Fonts</i> next page.</li> <li>Click <i>Cancel</i> to go back and solve any problems before packaging again.</li> </ul>

2. Choose a name for the folder, where to save it, and which files to include, then select *Package*.

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	As: Ekse gs:	empel Folder		<b>^</b>			
<> ः ■ □ ः ·		Eksempel	0		Q Search	h	
Name	^	Size	Kind			Date Modified	
<ul> <li>Copy Fonts (Except activated</li> <li>Copy Linked Graphics</li> <li>Update Graphic Links In Packa</li> <li>Use Document Hyphenation E</li> <li>Include Fonts and Links From</li> </ul>	age xception	s Only		( fonts)			The printing press needs a
✓ Include IDML ✓ Include PDF(Print)	Sele	ct PDF Preset	: [Smallest F	ile Size] ┥		D	lores PDF to compare with – this setting will do.
Instructions View Report							
New Folder				C	ancel	Package	

3. Compress the folder, for example as .zip, before transferring to the printing press.

## Packaging fonts

Please note that Mac Type 1 fonts must always be compressed on a Mac.

If there are problems with fonts not working after transfer, it may help to compress the font folder separately before compressing the entire folder.

## Packaging files from multiple dokuments

- If a job consists of multiple documents, there are two options:
- 1. Add the documents to a Book, and choose Package Book for Print.
- 2. Let InDesign package each document in a separate folder. Then move all documents to one folder, all fonts to another, and all images to a third. Different images with the same name should be renamed and relinked to avoid confusion.

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## What is meant by Protected fonts?

InDesign uses this term for two types of fonts:

- Fonts activeret via Adobe Fonts. These can be distinguished from other protected fonts by the fact that Status says *Activated*, like Warnock in the example to the right. This type of font does not pose a problem and it is perfectly OK that they cannot be packed.
- 2. Fonts which cannot be used for printing, because they do not allow embedding in PDF, like WP MathA in the example to the right. This type of font must always be replaced. If you should forget, there will also be a warning when exporting to PDF.

			Packa	age			
Summary	Fonts						
Fonts							
Links and Images	12 Fonts Used, 3 Missing, 1 Embedded, 0 Incomplete , 4 Protecte						
Colours and Inks	Name	Name Type		Protected			
Print Settings	Mshtakan Regular	TrueType	ОК	No			
External Plug-ins	Source Sans Pro Black	OpenType Type 1	ОК	No			
	WP MathA Normal	TrueType	ОК	Yes			
	Warnock Pro Italic	OpenType Type 1	Activate	d Yes			
00	Background Tas	sk Alert					
1 proble	em was found with a bac	kground task:					
Export: *p	reflightfejl-demo.pdf" (1)						
	: This font could not be embed bstitute font will be used if it so						